

CONFIDENTIAL

OTR


OFFICE OF TRAINING REGULATION NO. 20-6

26 April 1954

SUBJECT: Final Clearance of OTR Personnel

1. OTR personnel are required to obtain final clearance prior to actual departure from OTR in cases of separation, reassignment, or extended leave without pay, including maternity leave.

2. The attached OTR Clearance Sheet, to be obtained by the employee from the OTR Personnel Branch, will be used for this clearance. When the employee is unavailable, the Personnel Branch will take appropriate action to complete the clearance.

  
MATTHEW BAIRD  
Director of Training

25X1A

Attachment : OTR Clearance Sheet

Distribution: All OTR Personnel

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Date:

OTR CLEARANCE SHEET

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ STAFF OR DIVISION \_\_\_\_\_

Nature of Action \_\_\_\_\_ Effective Date(s) \_\_\_\_\_

INSTRUCTIONS: This form is to be completed prior to resignation, reassignment, or extended LWOP. Return completed form to the OTR PERSONNEL OFFICER.

DATE	OFFICE	SIGNATURE	REMARKS
	Immediate Supervisor		
	T/A Clerk		
	Registrar		
	OTR Library		
	Supply and Services Officer		
	Budget and Finance Officer		
	Top Secret Control Officer		
	Security Officer		
	Administrative Officer		

OTR PERSONNEL OFFICER

DATE

Final Interview with DTR ☐

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